

Administrative Management Assistant

Functional Competencies Questionnaire

1. Please list references whom we could contact:

2. Please describe relevant work experience dealing with foreign assistance and or program management.

3. Please describe relevant experience monitoring grants, dollar figure of the grants, length of grants and specifics on how you monitored them.

4. Please describe any supervisory experience, number of employees, and any supervisory training.

5. Please describe any experience with US Government procurement systems.

6. Please describe any experience working with international organizations (OSCE, UN (various departments, UNODC, UNDP, UN Women, etc).

7. Please describe any study abroad or extensive travel (this is an important element to the work. Successful candidate will travel and will need to plan for the demands this will bring)

8. Please describe any experience writing US Government unclassified cables, reports, or briefing papers

9. Please provide examples to demonstrate from past work that you can develop a plan, cultivate contacts and figure out ways to accomplish projects in adverse conditions.

Use additional pages, as required